

TOWN OF WILTON
SELECTMEN'S MINUTES

Date: March 21, 2016
Time: 6:30 P.M.
Place: Town Office
Present: Chairman Kermit R. Williams, Selectmen William F. Condra and Daniel E. Donovan, III.
Recording Secretary Pamela Atwood.

The meeting was called to order at 6:30 P.M. by Chairman Williams.

Ambulance Chief Gary Zirpolo was on an ambulance call so he was not available for his appointment.

Public Comment:

Joe Torre asked to speak about the Library. He gave the Selectmen a handout and requested that they "review the operations, procedures and reporting requirements of the Library Trustees, to include, but not limited to the following items" (copy attached).

He handed out a copy of the original deed to the Library. Selectman Donovan spoke about the Trust agreement. He questions whether the Board of Selectmen get involved in this. Regardless of the deed, with a publically funded library there shall be a public member elected at Town Meeting that is a Trustee. He thinks the Selectmen have the authority to appoint someone to this position. Selectman Donovan let Library Trustee Ron Brown know of this issue. Ron gave Dan some history on the trusts, stating that most of these funds are subject to the Gregg fund and are not restricted. Last year they made \$22,000. Joe Torre stated that he hasn't seen any of the notes either in the MS-9 or MS-10 which are not available in the Town Hall. Selectman Donovan said the Trustees are subject to 91A. He stated that they are a private trust and the Trustees have the ability to appoint other trustees. But one trustee is required to be a public member. Selectman Donovan questioned whether it was permissible to have the Library governed by a Board not elected with the exception of that one elected member they were speaking of. Joe stated that he doesn't have the resources to find all of these answers but he would like the Board to begin looking into it. Selectman Donovan spoke further on the trust agreement and Joe spoke of the Library's history. Originally it was believed to be a private library with private funds using the Masonic Temple. Then the Town accepted Mr. Gregg's donation to the Town and the responsibility for the maintenance of the building.

Joe thought that years ago a member of the Board of Selectmen was always on the Library Trustee Board. Charlie McGettigan was asked if he remembered. He confirmed that at Town Meeting there used to be a trustee elected from the floor but he's not sure it was a member of the Board of Selectmen. Chairman Williams agrees that it makes sense for a Selectman to have a say. The Board will take this item up.

Tracy Ewing asked about LCHIP grants. Chairman Williams spoke about areas that have had grant money: Carnival Hill, Frog Pond; Dan added Four Corners Farm. Kermit explained where the LCIP money comes from.

Sewer Commissioners Chris Carter and Tom Schultz were in attendance to discuss the Sewer Audit. Chairman Tom Herlihy was contacted by speaker phone. Tom Schultz stated that Tom Herlihy is the Chairman but during his absence Tom Schultz is acting Chairman. The Sewer Commissioners met

Thursday and discussed the Town Auditor proposal. They have decided to move forward with the audit as proposed. Tom Herlihy stated that they also wanted to reserve the right to conduct their own audit and to go further back if need be. Chairman Williams noted that it would be a difficult task to look back further than 2007 and expensive. Tom Schultz looked at Tax Collector Jane Farrell's numbers and he agrees that there was a deficit from 2008, but he says there were surpluses before that, so the further you go back it's all going to even out. He suggested calling it even this year and to go forward with the surplus they had earned in 2015.

Chairman Williams spoke of a forensic audit. Chris Carter said the he would like to have Auditor Tamar Roberts explain municipal accounting to them so everyone is clear. He wants to know how the money gets intertwined. Tom Schultz agreed. Chairman Williams recalled Treasurer Greene's concern about the deficit so he would like to have Jerry involved in that discussion also. Tom Schultz stated that they will not run a deficit this year. Chairman Williams said a deficit comes from under collecting. Tom Schultz explained the lien process. Chris Carter suggested finding the original agreement between the Town and the Sewer Commission. "We run on what we collect" he said "one should not be using the other's money". There was a discussion about the similarities with the Water Commission and the fact that the Sewer Commission is a Town department.

Motion: Selectman Donovan moved to engage Roberts and Greene to perform a Sewer fund audit. Selectman Condra seconded the motion followed by a unanimous vote with all in favor. Motion carries.

Harry Dailey was next on the agenda to discuss the bill the School district received for plowing and sanding. He asked the Board to look at the Selectmen's meeting minutes of February 23, 2015. Steve Elliott was also in attendance. Harry's understanding was that there would be a set fee for the service. He admitted that the School Board dropped the ball on getting an agreement put together. The Town of Lyndeborough charges \$500 a year for plowing the Lyndeborough Central School, and Wilton pays 70% of that fee. Harry said that they will need to send it out to bid if they are going to be charged per event. This is a school policy. Harry said they would prefer to have a set amount each year. For 2016-2017 they budgeted \$3,000 for Wilton and \$500 for Lyndeborough. Chairman Williams said that for our DPW the School must be a priority, which is an additional service. Steve explained that his numbers are based on an average winter and the cost per school would be about \$4,000. Harry said you we went from \$1,000 to \$3,000, and now you're saying \$8,000. Steve explained his figures, saying he's giving the best deal he can. FRES is more difficult to plow now with the new configuration. \$4,000 is on the conservative side. \$3,000 per school is Steve's lowest price. Selectman Donovan told about his experience riding with the DPW during a big storm; it was a lot more work than he anticipated. Selectman Condra suggest mid line it at \$7,000k total. Steve said that we had never charged for FRES before because it was all Wilton taxpayers.

Motion: Selectman Condra proposes to bill the school \$3,500 per school per year for snow plowing and snow removal maintenance; to include materials, labor and facility (equipment). Selectman Donovan seconds. Harry clarified: \$7,000 per year January through December? So in Jan 2017 we will get a bill for \$7,000? So we are paying \$3,150 now, and then in January 2017 it would be \$7,000?

Selectman Donovan explained the services it provides. The vote was unanimous in favor. Motion carries. Harry will bring it to the School Board and he will come up with a Memorandum of Understanding.

There was no public comment.

Chairman Williams moved to enter into a nonpublic session at 7:50 P.M. per RSA 91-A:3,II(c). The motion was seconded and voted unanimously in favor.

The regular session was back in at 8:39 P.M.

Gary Zirpolo was back from a call so he attended to discuss the Ambulance Billing rates. He stated that every year our billing service asks us to review our rates. He explained his handout. Comstar receives 7% of what they collect. We haven't had a rate increase for three years. Gary is proposing a 10% rate increase. Selectman Donovan asked what percentage of the calls are Medicare. Gary said approximately 40% are Medicaid. Milford just redid their rates and they went up 25%. Insurance disclosure laws were discussed. Selectman Donovan stated that the actual revenue increase will be less than 10% due to the Medicaid payments. Chairman Williams asked if he would have to notice anyone about the rate changes. Gary said only the billing service, Comstar.

Motion: Selectman Donovan moves to raise the Ambulance rates consist with the chart on page 4 of handout Gary Zirpolo submitted. Selectman Condra seconds. A unanimous vote in favor followed. Motion carries.

Chairman Williams moves to go into nonpublic per RSA 91-A:3,II(c) at 8:53 P.M... Selectman Donovan seconded the motion followed by a unanimous vote with all in favor.

The regular meeting was called to order at 9:15 P.M. Chairman Williams moved to seal the minutes, seconded by Selectman Condra. Motion passed with vote: Williams, Aye; Condra, Aye; Donovan, Aye.

The following position appointments were made with a motion being made by Selectman Condra, each motion seconded by Selectman Donovan and a unanimous vote for each position:

Tax Collector – Jane Farrell
Chief of Police – Brent Hautanen
Director of Public Works – Steve Elliott
Fire Chief – Raymond Dick
Building Inspector – John Shepardson
Overseer of Welfare – Andrew Clifford

There was a discussion about the term years for Conservation Commission members. They are supposed to be terms for 1, 2, or 3 years per RSA per Chairman Williams.

Motion: Selectman Condra moved to appoint Jennifer Beck to complete the unexpired term of Laurence Coronis. Chairman Williams thinks we should wait on her appointment and ask what the terms are for each member then they will reappoint them as needed. Selectman Condra withdrew his motion.

Motion: Selectman Condra moves to reappoint Ralph Mangel and Kenneth Smith as Alternate Trustee of the Trust Funds. Selectman Donovan seconded the motion. A unanimous vote with all in favor followed. Motion carries.

Next, the Selectmen decided who would fill each committee as follows:

Planning Board - Kermit Williams
Budget Committee – Bill Condra
MACC Base – Dan Donovan
Heritage Commission – Dan Donovan
NRPC – Kermit Williams
Ambulance Association – Bill Condra

The Selectmen had a discussion regarding the Library Trust situation presented tonight.

Town Administrator discussion: Chairman Williams presented a proposal from Primex. They will assist with the search for free. They also have assessment testing available but this service comes with a fee. They will help a search committee formulate their criteria, and assist along the way, helping with the process. Chairman Williams thinks it's a valuable service.

Motion: Selectman Donovan moves to accept the offer by Primex. Selectman Condra seconds. A unanimous vote followed. Motion carries.

Chairman Williams thinks we should have a search committee and he suggested asking the Town Administrator Study Committee members if they would like to continue as a search committee. He suggested adding Rick Swanson. Both Selectmen Condra and Selectman Donovan were ok with this idea. But in the end the Board of Selectmen should decide. Chairman Williams will ask the committee to help whittle down the field, but the Selectmen will interview and chose the final candidate. Some employees should be involved in the process at the end. Selectman Condra does not want to share voting outside this office. Chairman Williams will ask committee if they wish to continue.

Motion: Chairman Williams moves that Selectman Condra instruct Building Inspector John Shepardson of the process to follow to insure that Impact Fees are paid. Selectman Donovan seconds the motion. Chairman Williams amends the motion to include this duty in the job description. Selectman Donovan seconds. A unanimous vote followed. Motion carries.

Old/New business:

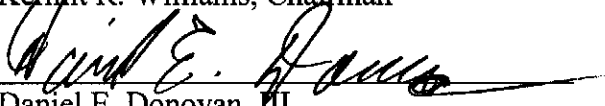
There was a discussion on the proposed Recycling Center stickers. The email from a Lyndeborough Selectman was read and discussed. Administrative Assistant Pam Atwood was asked to pass the email on to Steve Elliott.

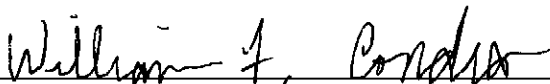
A motion was made to adjourn the meeting at 10:15 P.M. by Selectman Condra, seconded by Selectman Donovan, followed by a vote with all in favor.

Respectfully submitted;

Pamela L. Atwood,
Recording Secretary


Kermit R. Williams, Chairman


Daniel E. Donovan, III


William F. Condra

3-28-16
Date Signed